



City of Watsonville

**Registration form Business License Tax**

Business License Number

SIC Code

**Community Development Department | 250 Main Street, Watsonville, CA, 95076 | (831)768-3450 or (831)768-3455**

The City Municipal code requires all business to have an active business license (section 3-4.05) and pay the required tax (section 3-4.04). *It is unlawful to conduct business without complying with City, State and/or Federal laws and regulations.*

☐**Business Located in City Limits**☐**Conducting Business in City Limits -  
(i.e., contractors)****I. Business Type, Name & Contact**

<b>Business Type:</b> <input type="checkbox"/> Sole Owner/Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Association / Other			
Business Name			Primary Phone ( )
Business LOCATION Address	City	State	Zip Code Secondary Phone ( )
Business Mailing Address (if different)	City	State	Zip Code Fax ( )
Mail stop or Care of (if needed)		Website	

**II. Owner/Representative Information**

<b>1</b>	Name (first, last)	Title	Address	Social Security Number
	Daytime Phone	Cell phone	Fax	E-Mail Address
<b>2</b>	Name (first, last)	Title	Address	Social Security Number
	Daytime Phone	Cell phone	Fax	E-Mail Address

**III. Business Information**

Give full description of BUSINESS ACTIVITY:			
Start date in City	Location in City: <input type="checkbox"/> Commercial area <input type="checkbox"/> Residential area	Federal Employee ID # (FEIN)	State of California EDD Number
Number of Owners/Officers in City	# of FULL time employees in City limits	# of PART time employees in City limits	County Health Permit Number
State License Number	Type: <input type="checkbox"/> Licensed Contractor <input type="checkbox"/> other:	License Class & Expiration date	Sellers Permit Number
Checkmark Alarm types present: <input type="checkbox"/> Burglary <input type="checkbox"/> Water Flow <input type="checkbox"/> Fire <input type="checkbox"/> None	Checkmark all items present: <input type="checkbox"/> Guard Dogs <input type="checkbox"/> Explosives <input type="checkbox"/> Firearms <input type="checkbox"/> Knox Box (key lock) <input type="checkbox"/> Flammable	<input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Video Machines (# present _____) <input type="checkbox"/> Vending Machines (# present _____) <input type="checkbox"/> Special Alarm Tech <input type="checkbox"/> Other:	
Alarm Company Name		Alarm Company Business Phone	

**IV. Emergency Contact** (other than Owner/Rep from above; must reside within 30 minutes)

<b>1</b>	Name (first, last)	Phone Number	Relationship	Address	City
<b>2</b>	Name (first, last)	Phone Number	Relationship	Address	City

I understand that (1) the issuance of a license DOES NOT constitute a license to operate; (2) taxes are paid annually in advance and are not refundable; (3) the business license certificate must be posted in a visible place in the business; (4) failure to receive a renewal is not an excuse for unpaid tax; (5) I must notify this office of any change in location, ownership, business name, basis of tax, and of termination of business; (6) the business can NOT operate until premises have been inspected and certified for use by Community Development department and, if appropriate, Utilities department; and (7) the business must operate in compliance with all laws and regulations.

Applicant represents, under penalty of perjury, that they are authorized to submit this application, that all above statements are true, correct and hereby authorizes verification of these items and that all required licenses and approval are in full force and effect.

Applicant Signature	Print Name	Title	Date
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# Business License Information

For business license questions, call  
(831) 768-3450

The City of Watsonville is very thankful for your decision to make Watsonville your home. We have many ways to help businesses such as yours and encourage you to contact us about the programs available at 831-768-3015 or send an email to [rhdc@cityofwatsonville.org](mailto:rhdc@cityofwatsonville.org) or go to our Economic Development website (<http://www.cityofwatsonville.org>).

## COMPLETING YOUR BUSINESS LICENSE APPLICATION:

**Section I.** Select the appropriate "Business Type" for your company (only select one) and enter Business name, address and contact information.

**Section II.** Enter the owner information for 2 owners or Officers. The Social Security number is for internal purposes only and will be KEPT CONFIDENTIAL.

**Section III.** Provide information about the major activities of your business and/or services that will be provided. Other general information required is the business start date (estimate if not started yet), whether the business is in a commercial or residential area and the number of owners, full-time employees & part-time employees working within the City of Watsonville.

ID Numbers: Enter all the ID #'s that apply to your business (Federal Identification Number, California EDD, Health Permit and/or Resale number). See below for an explanation about these fields.

Alarms & items on-site: Checkmark each appropriate box for the alarms on your business site and/or any type of items on-site that emergency crews might need to know (guard dogs, hazardous materials, etc.).

## Important information required for your business:

**Alcohol sales:** Any business that will sell alcohol will need a City "Use Permit" from the Community Development Department & a State License from California's Alcohol Beverage Control department ([www.abc.ca.gov](http://www.abc.ca.gov)) (831) 755-1990

**Businesses with Employees:** You must obtain Workers' Compensation Insurance, a FEIN (see below) and obtain a California tax ID number from the Employment Development Department (1-800-300-5616).

**Federal Employer/Taxpayer Identification Number (FEIN):** Every business with employees and all partnerships, corporations, non-profits/associations must apply for and obtain a free FEIN. Go to ([www.irs.gov](http://www.irs.gov)) and search for "apply for EIN" for more information or use IRS FORM SS-4 or call the IRS at 1-800-829-4933.

**Fictitious Business Name:** Required if a business name does NOT include the surname (last name) of the individual owner or partners OR a business name that implies the existence of additional owners (this may not apply to corporations). For more information, go to: [[www.sccoclerk.com/fbngen.htm](http://www.sccoclerk.com/fbngen.htm)] or call 831-454-2470.

**Health Permit:** Any business that involves food may require a Health Permit issued by the County of Santa Cruz "Environmental Health Services" department. For more information call 831-454-2022 or go to their website: <http://sccounty01.co.santa-cruz.ca.us/eh/ehhome.htm>.

**Sellers Permit:** Any business that intends to sale goods (wholesale or retail) must obtain from the State a "Sellers Permit". More information can be found online at: [www.boe.ca.gov/index.htm](http://www.boe.ca.gov/index.htm) or by calling 831-754-4500.

**Solicitors Permit:** If you plan to conduct "door to door" sales, you must obtain from the City's Police Department a solicitors permit. Call 768-3300 for more information.

**"Starting your Business".** Go online to [[www.sos.ca.gov/business/resources.htm](http://www.sos.ca.gov/business/resources.htm)] for steps to starting a business.

### FOR CITY USE ONLY

Comments:

<b>Utilities</b>		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A	Signature	Date
<b>Police</b>		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A	Signature	Date
<input type="checkbox"/> [11] No door to door solicitations	<input type="checkbox"/> [13] Not authorized for Rotational Tow Service	<input type="checkbox"/> [15] Sound limited to Property		<input type="checkbox"/> [62] Licensed issued with conditions		
<input type="checkbox"/> [12] Mobile sales only	<input type="checkbox"/> [14] Firearm sales valid	<input type="checkbox"/> [50] Valid only if service for Fixed Base Operator				
License	[ 5111 ]	\$			Quarter	\$
Other	[ ]	\$			Prorated	\$
TOTAL		\$				

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